



# Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

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## Dunkirk Fun Club: Wraparound Childcare Policies

### 42: Social media

#### Introduction and Aims:

Dunkirk Fun Club: Wraparound Care is aware and acknowledges that increasing numbers of adults and children are using social networking sites such as Facebook, Twitter and Instagram. The widespread availability and use of social networking brings opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly; however, of equal importance is to ensure that the safety of users and the reputation of our school is not adversely affected in any way.

The purpose of this policy is to protect staff and advise leadership on how to deal with potential inappropriate use of social networking sites. For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults. This works alongside the ICT and internet policy and mobile phone and camera use policy.

#### Aims:

The aim of this policy is to ensure that:

- We are not exposed to legal risks.
- The reputation of the Club is not adversely affected.
- Our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Club.

#### Scope:

This policy covers the use of social networking applications by all Club stakeholders, including, Dunkirk Primary School, employees, visitors, Governors, Board of trustees and pupils. These groups are referred to collectively as 'Club representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any Club related purpose and regardless of whether Club representatives are contributing in an official capacity to social networking applications provided by external organisations.

Social networking applications include, but are not limited to:

- Blogs
- Twitter
- Online discussion forums, such as netmums.com
- Collaborative spaces, such as Facebook and Instagram
- Media sharing services, such as YouTube

All Club representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

#### Use of Social Networking Sites in Worktime:

Use of social networking applications in work time for personal use only is not permitted, unless permission has been given by the Manager. Some social media applications are used by identified staff in Club and school for the Club's and school's account.

#### Social Networking as part of club Service:

All proposals for using social networking applications as part of a Club service (whether they are hosted by the school or by a third party) **must be approved by the Manager** first.

Club representatives must adhere to the terms of use (see below). These apply to all uses of social networking applications by all Club representatives. This includes, but is not limited to, public facing applications such as open discussion forums and internally-facing uses such as project blogs regardless of whether they are hosted on Club network or not.

Where applications allow the posting of messages online, users must be mindful that the right to freedom of expression attaches only to lawful conduct. It is expected that users of social networking applications will always exercise the right of freedom of expression with due consideration for the rights of others and strictly in accordance with these Terms of Use.

#### Social Networking Applications

Material published (with the permission of the Manager) **must not:**

- Include any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Club into disrepute;
- Be used for the promotion of personal financial interests, commercial ventures or personal campaigns;
- Be used in an abusive or hateful manner;
- Be used for actions that would put Club representatives in breach of Club's codes of conduct or policies relating to staff;
- Breach the Club's or school's misconduct, equal opportunities or bullying and harassment policies;
- Be used to discuss or advise any matters relating to Club matters, staff, pupils or parents.

Furthermore,

- No staff member should have a pupil or former pupil under the age of 18 as a 'friend' to share information with, with the exception of the staff's own family, but the Manager must be informed.
- Employees should not identify themselves as a representative of the Club;
- References should not be made to any staff member, pupil, parent or Club activity / event unless prior permission has been obtained and agreed with the Manager
- Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally effects the employer's reputation then the employer is entitled to take disciplinary action.

Violation of this policy will be considered as gross misconduct and can result in disciplinary action being taken against the employee up to and including termination of employment.

#### Guidance/Protection for Staff:

The following information provides guidance/protection for staff using social networking sites:

- No member of staff should interact with any pupil in the school on social networking sites;
- No member of staff should interact with any ex-pupil in the school on social networking sites who is under the age of 18;
- This means that no member of staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff members' area e.g. by accepting them as a friend;
- Where family and friends have pupils in school and there are legitimate family links, please inform the Manager;
- It is illegal for an adult to network, giving their age and status as a child;
- If you have any evidence of pupils or adults using social networking sites in the working day, please contact the Manager;

#### Guidance/protection for Pupils:

No pupil under 13 should be accessing social networking sites. The following extract is from the Facebook Privacy Policy:

"If you are under age 13, please do not attempt to register for Facebook or provide any personal information about yourself to us. If we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from a child under age 13, please contact us."

There is a mechanism on Facebook where pupils can be reported via the 'Help' screen; at the time of writing this policy the direct link for this is:

[http://www.facebook.com/help/contact.php?show\\_form=underage](http://www.facebook.com/help/contact.php?show_form=underage)

Further guidance/protection:

- No pupil may access social networking sites during the school working day;
- All mobile phones must be kept in the child's bag or handed into the staff at the beginning of the Club session. Year 5/6 pupils have permission to bring phones onto the campus to be used before and after the school day.
- No pupil should attempt to join a staff member's areas on networking sites. If pupils attempt to do this, the member of staff is to inform the Manager. Parents will be informed if this happens;
- No Club computers are to be used to access social networking sites at any time of day;
- Any attempts to breach firewalls will result in a ban from using school ICT equipment other than with close supervision.

- Incidents of improper contact or cyber bullying must be reported to the Manager, in confidence, as soon as it happens.
- We have a zero tolerance to cyber bullying.
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#### Child Protection Guidance:

If the Manager or Dunkirk Safeguarding Team receives a disclosure that an adult employed by the Club is using a social networking site in an inappropriate manner as detailed above they should:

- Record the disclosure in line with their child protection policy;
- Schools must refer the matter to the LA who will investigate the matter;
- If the disclosure has come from a parent, take normal steps to calm the parent and explain processes
- If disclosure comes from a member of staff, try to maintain confidentiality
- The LA will advise whether the member of staff should be suspended pending investigation after contact with the police. It is not recommended that action is taken until advice has been given.
- If disclosure is from a child, follow your normal process in your child protection policy until the police investigation has been carried out

#### Cyber Bullying:

By adopting the recommended 'no use of social networking sites on school and Club's premises', Dunkirk Primary School, Dunkirk breakfast club and Fun Club protects themselves from accusations of complicity in any cyber bullying through the provision of access.

Parents should be clearly aware of the policy of access to social networking sites.

Where a disclosure of bullying is made, schools now have the duty to investigate and protect, even where the bullying originates outside the school.

This can be a complex area, and these examples might help:

- A child is receiving taunts on Facebook and text from an ex-pupil who moved three months ago: This is not a school responsibility, though the school might contact the new school to broker a resolution.
- A child is receiving taunts from peers. It is all at weekends using Facebook. The pupils are in the school. The school has a duty of care to investigate and work with the families, as they attend the school.
- A child is receiving taunts from peers. It is all at weekends using Facebook. The pupils are in Y5: This is the tricky one. The school has a duty of care to investigate and work with the

families, as they attend the school. However, they are also fully within their rights to warn all the parents (including the victim) that they are condoning the use of Facebook outside the terms and conditions of the site and that they are expected to ensure that use of the site stops. At any further referral to the school the school could legitimately say that the victims and perpetrators had failed to follow the schools recommendation. They could then deal with residual bullying in the school, but refuse to deal with the social networking issues.

- Once disclosure is made, investigation will have to involve the families. This should be dealt with under the school's adopted anti bullying policy.
- If parent / carers refuse to engage and bullying continues, it can be referred to the police as harassment.
- This guidance can also apply to our mobile phone policy.

***Date of review/update and sent to the Board of Trustees for ratification: 18.10.22***

***Signed by Jamie Curtis, Manager***

***Date of ratification: 28 October 2022***

***Signed by Dunkirk Fun Club Trustees***

***Next review date: October 2023***